



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

(CalEMA)

COORDINATOR (LAW ENFORCEMENT), OES
SENIOR COORDINATOR (LAW ENFORCEMENT), OES

SUPPLEMENTAL APPLICATION
8OEAA

Name: _____
(Printed)

Address: _____
(Number) (Street)

(City) (State) (Zip)

***YOU MUST SUBMIT YOUR COMPLETED SUPPLEMENTAL APPLICATION WITH
YOUR EXAMINATION AND/OR EMPLOYMENT APPLICATION FORM (STD. 678), IN
ORDER TO RECEIVE A SCORE IN THIS EXAMINATION.***

SUBMIT BY MAIL OR IN PERSON TO:

California Emergency Management Agency (CalEMA)
Human Resources Branch
Recruitment & Selection Services Section
3650 Schriever Avenue
Mather, CA 95655

NOTE: Original signatures are required; therefore, faxed application packages will not be accepted for any reason.

I certify under penalty of perjury that the information I have entered on this supplemental application is true and correct. I further understand that any false, incomplete or incorrect statements may result in my disqualification from this examination.

Signature: _____

Date: _____

INSTRUCTIONS

The Coordinator (Law Enforcement) and Senior Coordinator (Law Enforcement) examinations consist of the attached Supplemental Application, which will be used to evaluate your education, training, experience, and familiarity with or understanding of various job related subject areas.

The Supplemental Application is weighted 100% and will be used to determine your final score and rank for one or both examinations. It is important that you fill out the evaluation completely and accurately. YOUR RESPONSES ARE SUBJECT TO VERIFICATION.

If you are applying for Coordinator (Law Enforcement) only, complete questions 1-13.

If you are applying for Senior Coordinator (Law Enforcement) complete questions 1-17.

Candidates receiving a successful score on the examinations will be placed on the employment lists and may be considered for an employment interview for an existing position or future vacancies with the Governor's Office of Emergency Services. Successful candidates will have 12 months of eligibility on the employment list.

Examination results will be mailed to you in approximately 2-4 weeks.

COORDINATOR (LAW ENFORCEMENT), OES SENIOR COORDINATOR (LAW ENFORCEMENT), OES

Please mark the appropriate box for all items

SECTION 1 – EXPERIENCE

	4 or more yrs. experience	2½ to 4 yrs. experience	1 to 2½ yrs. experience	0-11 mos. experience
1. Please indicate the amount of experience you have directing a program, with major emphasis toward:				
A. Law Enforcement Emergency Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Mutual Aid Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Please indicate the amount of experience you have:				
A. Responding to the most sensitive and difficult inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Evaluating performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Setting and adjusting priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Preparing and providing law enforcement training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Please indicate the amount of experience you have in:				
A. Presenting ideas and information to local law enforcement agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Establishing performance standards and expectations for duties and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Developing good working relationships with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Mentoring employees to ensure a positive attitude toward their assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Please indicate the amount of experience you have:				
A. Demonstrating initiative, creativity and flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Communicating with people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Please indicate the amount of experience you have:				
A. Supervising a group of officers (at least 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Working as a leader over projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Coordinating the work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Please indicate the amount of experience you have:				
A. Developing Instructional Lesson Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Analyzing situations and taking effective actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Please indicate the amount of experience you have assisting management in meeting goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 1 -- EXPERIENCE (Continued)

8. Please indicate the amount of experience you have:
 - A. Reviewing analytical studies and surveys
 - B. Formulating policies and procedures
 - C. Making recommendations
9. Please indicate the amount of supervisory experience you have at the rank of Sergeant or above performing the following duties:
 - A. Informing employees what conduct is expected of them
 - B. Setting reasonable work objectives for employees
 - C. Creating a favorable working atmosphere
 - D. Establishing and maintaining open communications
 - E. Providing regular feedback regarding job performance
 - F. Providing adequate training and staff development
 - G. Setting a good example
 - H. Monitoring and evaluating employee's performance
 - I. Resolving conflicts quickly
10. Please indicate the amount of experience you have:
 - A. Supervising 10 or more officers
 - B. Reporting directly to a person in top management
11. Please indicate the amount of experience you have:
 - A. Delegating work assignments
 - B. Adjusting and approving work schedules

	4 or more yrs. experience	2½ to 4 yrs. experience	1 to 2½ yrs. experience	0-11 mos. experience
e you have at the rank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 – EDUCATION

12. Education above the 12th grade:

More than 5 years				
4 to 5 years				
3 to 4 years				
2 years				

SECTION 3 – TRAINING

13. Training in Law Enforcement / Emergency Management:

Years since last visit	Number of patients
4 or more years	10
3 years	20
2 years	30
1 year	40

SECTION 4 – EXPERIENCE – SR. COORDINATOR

- | | 0-11 mos. experience | 1 to 2½ yrs. experience | 2½ to 4 yrs. experience | 4 or more yrs. experience |
|------------------------|--|--|--|--|
| Number of respondents: | <input type="checkbox"/>
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| Percent agency | | | | |

[illegible]

15. Please indicate your knowledge of:
 - A. The budget process
 - B. The legislative process
 - C. Law enforcement mutual aid system & process
16. Please indicate your knowledge of:
 - A. The Employee Assistance Program
 - B. The disciplinary process (preventative, corrective, adverse actions)
17. Please indicate your knowledge of:
 - A. Budgeting
 - B. Personnel
 - C. Law enforcement
 - D. Emergency management